

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

3450.37

4/9/93

AIRWAY FACILITIES NATIONAL HONORARY AWARDS FOR  
EXCELLENCE PROGRAM

SUBJ:

1. PURPOSE. This order establishes an annual national awards program for the recognition of employees within the Airway Facilities (AF) organization. This program is honorary in nature. Nominations are based on outstanding contributions and accomplishments throughout headquarters, regional divisions, and field offices. A peer/subordinate nomination/selection process is used.
2. DISTRIBUTION. This order is distributed to all employees within the Office of the Associate Administrator for Airway Facilities, the NAS Transition and Implementation Service, the Operational Support Service, and the Systems Maintenance Service in Washington, and to all employees in regional AF divisions and field offices.
3. BACKGROUND.
  - a. In 1991 the AF Honorary Awards for Excellence Program was implemented nationally to recognize the entire AF complex, inclusive of all employees in headquarters, regional divisions and field offices.
  - b. In conjunction with this program, the Associate Administrator's Key for Excellence Award was established. The Key Award is presented by and at the discretion of the Associate Administrator for Airway Facilities.
  - c. This program complies with Order 3450.7E, Incentive Awards Program.
4. SCOPE. The AF National Honorary Awards for Excellence Program provides a means of expressing appreciation by peers/subordinates for individual and group performance that is superior or special in nature. This in no way limits supervisors nominating subordinates.
5. AWARD CATEGORIES. The categories for the AF National Honorary Awards for Excellence are listed in Appendix 1, Award Categories and Criteria.
6. PROCEDURES. Procedures for nominations and selection for the awards are presented in Appendix 2, Nomination and Selection Procedures.

## 7. RESPONSIBILITIES.

a. The Management Staff (AAF-30) is responsible for the overall coordination of the AF National Honorary Awards for Excellence Program and is responsible for:

(1) Issuing a call for nominations from headquarters and regional divisions to allow sufficient time to permit receipt in AAF-30 by June 1 of each year.

(2) Establishing and supporting the AF National Honorary Awards for Excellence selection panel and the selection process and for notifying headquarters and regional Honorary Award Coordinators of the final selections.

(3) Verifying resources to support and conduct the AF Honorary Awards for Excellence Program ceremony in Washington headquarters in September of each year.

(4) Coordinating with the Office of Public Affairs for publicity and DOT photographic services.

(5) Production/acquisition of recognition plaques, personnel recognition certificates, or other appropriate forms of recognition for the AF National Honorary Awards for Excellence Program.

(6) Critiquing and improving the awards process.

b. Headquarters Services/Regional Responsibilities. The headquarters services and regional Honorary Awards Coordinators are responsible for the overall coordination within their respective organizations. Specifically, the coordinators shall:

(1) Distribute the call for nominations to the headquarters services, regions, and field offices employees.

(2) Ensure the AF National Honorary Awards for Excellence Program receives publicity.

(3) Establish selection panel(s) for services and regions. Ensure notification of selections to nominating organizations.

(4) Ensure nominations for the AF National Honorary Awards for Excellence Program are forwarded to AAF-30 by June 1 of each year.

(5) Ensure availability of resources to support the honorary awards.

(6) Critique and improve the awards process.

c. Sector Responsibilities. The Sector Honorary Awards Coordinators are responsible for the overall coordination within their respective sectors. Specifically, the Sector Honorary Awards Coordinators shall:

(1) Distribute the call for nominations to the field office employees.

(2) Ensure the AF National Honorary Awards for Excellence Program receives publicity.

(3) Forward nominations from sector employees to the Regional Division Honorary Awards Coordinator by dates established.

(4) Ensure availability of resources to support their respective honorary awards.

(5) Critique and improve the awards process.

8. AWARD CEREMONIES.

a. Washington Headquarters Ceremony. A ceremony to honor the recipients of the Associate's honorary awards will be held in Washington in September of each year.

b. Travel and Per Diem. Recipients of awards shall be authorized necessary travel and per diem to attend the award ceremony away from their duty stations. In the case of the Team Achievement Award, travel and per diem will be authorized for 1 representative of the team. Invitational travel orders for a family member or guest of award recipients to attend the award ceremony may be authorized in accordance with DOT/FAA regulations.

c. Headquarters Services/Staffs and Regional Recognition of Nominees. All nominees shall be recognized at appropriate award ceremonies between the third week of July and the second week of September of each year. Attendance at the respective ceremonies will be at the discretion of the manager.

  
fm Arnold Aquilano  
Associate Administrator  
for Airway Facilities



**APPENDIX 1. AWARD CATEGORIES AND CRITERIA**

1. Honorary awards will be presented in the following categories and will be based on an overall high level of performance in the 15 areas listed below.

- a. Administrative Excellence
- b. Community and Volunteer Service
- c. Employee Involvement (EI)
- d. Equal Employment Opportunity
- e. Facilities and Equipment (F&E) Technical Employee
- f. Human Relations Achievement
- g. Leadership
- h. Mentoring
- i. Operations Technical Employee
- j. Outstanding Contribution to the AF Mission  
(External Award)
- k. Outstanding Employee
- l. Public Awareness
- m. Secretarial/Clerical Excellence
- n. Supervisory/Managerial Excellence
- o. Team Excellence

2. The definitions and criteria for the honorary award categories, listed alphabetically by award title, are as follow:

a. **Administrative Excellence Award.** Honors an AF employee in the administrative area who demonstrates initiative and effective interpersonal skills and whose commitment to excellence has made substantial and/or innovative contributions to the overall success of AF.

**Eligibility.** All AF personnel serving in an administrative role.

b. **Community and Volunteer Service Award.** Honors an AF employee who demonstrates outstanding leadership and/or who has made significant contributions to his/her community through efforts such as volunteer work, an act of heroism or a "Good Samaritan" act.

**Eligibility.** All AF personnel.

c. **Employee Involvement (EI) for Excellence Awards.** Honors a bargaining unit AF employee and a nonbargaining unit AF employee who display a high level of commitment to the EI process; promote information sharing and active listening; and stimulate creative problem solving.

**Eligibility.** All AF personnel, regardless of their function, who are champions of EI and are from locations where EI has been implemented. (2 Awards)

**d. Equal Employment Opportunity for Excellence Award.** Honors an AF employee who motivates others and demonstrates superior accomplishments in recruitment, training, or other activities through skill, imagination, innovation and perseverance in fostering EEO and cultural diversity.

**Eligibility.** All AF personnel.

**e. Facilities and Equipment (F&E) Technical Employee of the Year Award.** Honors an AF employee who demonstrates skills which exemplify the highest degree of technical excellence and brings credit to his/her profession and the FAA. This employee not only performs his/her duties in a truly professional manner but also contributes in such a way as to further enhance aviation safety and/or to have a significant economic impact to an area by the design, installation, or construction of facilities.

**Eligibility.** All nonsupervisory F&E funded engineers, technicians and construction representatives.

**f. Human Relations Achievement Award.** Honors an AF employee who, through his/her everyday conduct, embraces significantly human and interpersonal relations, and demonstrates a sincere concern for others. This concern may be demonstrated by his/her willingness to listen to other viewpoints, engage in open and honest communications, and efforts to improve the quality of work and/or the working environment.

**Eligibility.** All AF personnel.

**g. Leadership Award.** Honors an AF employee who is regarded by his/her co-workers to have displayed excellence in leadership. Fosters an atmosphere where people are free to be open and is dedicated to sharing ideas and instilling pride in work accomplishments. Recognizes and draws out talents of others, thus enabling them to feel empowered to accomplish goals.

**Eligibility.** All AF personnel.

**h. Mentoring Award.** Honors an AF employee who displays notable leadership as a mentor or role model by inspiring, encouraging, guiding and assisting others to accomplish higher expectations. Consistently seeks innovative ways to enhance career opportunities for others.

**Eligibility.** All AF personnel.

i. **Operations Technical Employee of the Year Award.** Honors an AF employee who makes significant technical contributions to the National Airspace System in an area such as equipment improvement, safety, technical on-site representative, facility improvement/effectiveness, etc.

**Eligibility.** All AF nonsupervisory operations funded engineers, technicians, maintenance mechanics/workers, and program specialists/analysts/managers.

j. **Outstanding Contribution to the AF Mission.** This external award honors a non-AF individual, group, or government or nongovernment organization, who has in some significant way, either promoted, enhanced, or supported the AF organizations. Coordination with the Office of Public Affairs consistent with Order 1200.8C, Chapter 4, is required.

**Eligibility.** All non-AF Government and non-Government individuals/groups.

k. **Outstanding Employee of the Year Award.** Honors an AF employee who, in his or her coworkers' judgment, exemplifies the qualities of excellence in performance, having displayed over a substantial period of time (3 - 5 years), sustained dedication and made significant contributions which have benefited the mission of the FAA. This honor shall not be given for any specific one time contribution.

**Eligibility.** All AF personnel.

l. **Public Awareness Award.** Honors an AF employee who, through his or her own effort has effectively promoted the FAA story and/or significantly improved relationships between FAA and the local community. This may have been through such activities as follow, but is not limited to: sponsoring or attending public forums and media events; participating in Aviation Education activities, Partnership-in-Education, Adopt-a-School; authoring articles, and/or briefing the FAA customer/user community.

**Eligibility.** All AF personnel.

m. **Secretarial/Clerical Excellence Award.** Honors an AF secretary or clerical employee who demonstrates outstanding performance, quality work, and dedication to the organization. Through own initiative, demonstrates ability to plan, analyze and work independently.

**Eligibility.** All AF secretaries and clerical employees.

n. **Supervisory/Managerial Award.** Honors an AF employee who serves in a supervisory or managerial role and is regarded by his or her subordinates to have made exceptional contributions to human resources management; demonstrates effective leadership and communication with employees; effectively balances organizational and employee needs; and achieves the organization's goals and objectives through encouraging employee participation.

**Eligibility.** All AF supervisors/managers

o. **Team Achievement Awards.** Honors a group of AF employees, who through their actions and team work, have made a significant contribution toward accomplishing the mission of AF. Two awards will be given, one to a regional team and one to a headquarters team.

**Eligibility.** The team shall be limited to an employee group consisting of not more than 15 employees. (2 awards)

3. The Associate Administrator's Key for Excellence Award is an individual award granted by and at the discretion of the Associate Administrator for Airway Facilities for outstanding contributions to the Airway Facilities mission. No nominations are necessary for this award.

**APPENDIX 2. NOMINATION AND SELECTION PROCEDURES****1. NOMINATION PROCEDURES****a. Washington Headquarters**

(1) All AF employees have the opportunity to submit nominations in the 15 award categories listed in Appendix 1, Award Categories and Criteria.

(2) Employees may be nominated for more than one award category; however, employees will not be eligible to receive an award in the same category in 2 consecutive years.

(3) Services/Staffs Honorary Awards coordinators shall ensure no adverse action or performance issues involving nominees are pending.

(4) Service employees shall forward their nominations to the Service Honorary Awards coordinators in their respective organizations by May 1 of each year.

(5) Services original nominations (without editing) must be received by AAF-30 no later than June 1 of each year.

(6) A sample of a nomination form is shown as Figure 1. In order to be considered all nominations must be legible. They shall be printed or typed, and signed. The nomination must not exceed the space provided on the form, and no additional pages will be accepted.

**b. Airway Facilities Divisions.**

(1) All AF employees have the opportunity to submit nominations in the 15 award categories listed in Appendix 1, Awards Categories and Criteria.

(2) Employees may be nominated for more than one award category; however, employees will not be eligible to receive an award in the same category in 2 consecutive years.

(3) Honorary Awards coordinators shall ensure no adverse action or performance issues involving nominees are pending.

(4) Branch employees shall forward nominations to the Division Honorary Awards coordinator by dates established by the respective divisions.

(5) Original regional nominations (without editing) must be received by AAF-30 no later than June 1 of each year.

(6) A sample of a nomination form is shown as Figure 1. In order to be considered all nominations must be legible. They shall be printed or typed, and signed. The nomination must not exceed the space provided on the form, and no additional pages will be accepted.

c. Airway Facilities Sectors.

(1) All AF employees have the opportunity to submit nominations in the 15 award categories listed in Appendix 1, Awards Categories and Criteria.

(2) Employees may be nominated for more than one award category; however, employees will not be eligible to receive an award in the same category in 2 consecutive years.

(3) Incentive Awards coordinators shall ensure no adverse action or performance issues involving nominees are pending.

(4) Sector employees shall forward nominations to the Sector Incentive Awards coordinator by dates established by their respective Sectors. Sectors shall then forward nominations to the Regional Division Honorary Awards Coordinator by dates established by their respective divisions.

(5) A sample of a nomination form is shown as Figure 1. In order to be considered, all nominations must be legible. They shall be printed or typed and signed. The nomination must not exceed the space provided on the form, and no additional pages will be accepted.

2. SELECTION PROCEDURES.

a. The selection panel for the AF National Honorary Awards for Excellence will consist of both headquarters and regional personnel. It shall be comprised of representation as follows:

- (1) Nonsupervisory - GS-5 thru 8
- (2) Nonsupervisory - GS-9 thru 14
- (3) Supervisor
- (4) Manager
- (5) AAF-30 Honorary Awards Coordinator

b. The rating panels for the regions shall be comprised of representation as follows:

- (1) Nonsupervisory - GS-5 thru 8
- (2) Nonsupervisory - GS-9 thru 14
- (3) Supervisor
- (4) Manager
- (5) Division Honorary Awards Coordinator

c. Participation of regional personnel to serve on the AF National Honorary Awards for Excellence Program selection panel will be solicited by AAF-30. The panel will convene in Washington headquarters during the second week of June of each year.

d. Only one nomination per category from each region and from headquarters services and staffs shall be submitted to AAF-30 for consideration.

e. Headquarters services/staffs (staffs consist of AAF-10, 20, 30, 40 and 50 as one entity) shall be responsible for convening selection panels for their respective organizations.



FIGURE 1 - SAMPLE AF NATIONAL HONORARY AWARDS NOMINATION

**AF NATIONAL HONORARY AWARDS NOMINATION**

**CATEGORY:** Please check ONE box only on reverse

**NAME OF NOMINEE:** John Doe  
(PRINT OR TYPE)

**TITLE/GRADE:** \_\_\_\_\_ **REGION:** ANM **LOCATION:** Seattle (ZSE AFS)

**NOMINATION:** (USE SPACE PROVIDED - NO ATTACHMENTS)

I would like to take this opportunity to formally  
nominate \_\_\_\_\_  
\_\_\_\_\_ for the Employee Involvement  
Excellence Award.

\_\_\_\_\_ has demonstrated an extremely high  
level of commitment to the \_\_\_\_\_  
\_\_\_\_\_

i  
t  
h  
i  
f  
b  
p  
e  
a  
c  
t

\_\_\_\_\_ the \_\_\_\_\_ of issue that have  
\_\_\_\_\_

**NOMINATOR:** Mary Jones *Mary Jones* TELEPHONE (206) XXX-XXXX  
(PRINT OR TYPED NAME AND SIGNATURE)

<small>(FOR PANEL USE ONLY)</small>	
REGIONAL RATING PANEL: CONSENSUS SCORE _____	HEADQUARTERS RATING PANEL: CONSENSUS SCORE _____
CERTIFIED BY: _____	CERTIFIED BY: _____

FIGURE 1 - SAMPLE OF AF NATIONAL HONORARY AWARDS NOMINATION, REVERSE

- |   |   |
|---|---|
| <p><input type="checkbox"/> ADMINISTRATIVE EXCELLENCE AWARD. Honors an AF employee in the administrative area whose commitment to excellence has made substantial contributions to the overall success of AF.</p> <p>Eligibility. All AF personnel serving in an administrative role.</p> <p><input type="checkbox"/> COMMUNITY AND VOLUNTEER SERVICE AWARD. Honors an AF employee who demonstrates outstanding leadership and/or who has made significant contributions to his or her community through efforts such as volunteer work, an act of heroism or a "Good Samaritan" act.</p> <p>Eligibility. All AF personnel.</p> <p><input checked="" type="checkbox"/> EMPLOYEE INVOLVEMENT (EI) FOR EXCELLENCE AWARDS. Honors any bargaining unit AF employee and any non-bargaining unit AF employee who displays a high level of commitment to the EI process; promotes information sharing and active listening; and stimulates creative problem solving.</p> <p>Eligibility. All AF personnel, regardless of their function, who are champions of EI (E Awards).</p> <p><input type="checkbox"/> EQUAL EMPLOYMENT OPPORTUNITY FOR EXCELLENCE AWARD. Honors an AF employee who motivates others and demonstrates superior accomplishments in recruitment, training, or other activities through skill, imagination, innovation and perseverance in fostering EEO and cultural diversity.</p> <p>Eligibility. All AF personnel.</p> <p><input type="checkbox"/> FACILITIES AND EQUIPMENT (F&amp;E) TECHNICAL EMPLOYEE OF THE YEAR AWARD. Honors an AF employee who demonstrates skills which exemplify the highest degree of technical excellence and brings credit to his or her profession and the FAA. This employee not only performs his or her duties in a truly professional manner but also contributes in such a way as to further enhance aviation safety and/or to have a significant economic impact to an area by the design, installation, or construction of facilities.</p> <p>Eligibility. All non-supervisory F&amp;E funded engineers technicians, and construction representatives.</p> <p><input type="checkbox"/> HUMAN RELATIONS ACHIEVEMENT AWARD. Honors an AF employee who, through his/her everyday conduct, demonstrates a sincere concern for others. This concern may be demonstrated by his/her willingness to listen to other viewpoints, engage in open and honest communications, and efforts to improve the quality of work and the working environment.</p> <p>Eligibility. All AF personnel.</p> <p><input type="checkbox"/> LEADERSHIP AWARD. Honors an AF employee who is regarded by his/her co-workers to have displayed excellence in leadership. Fosters an atmosphere where people are free to be open and is dedicated to sharing ideas and instilling pride in work accomplishments. Recognizes and draws out talents of others, thus enabling them to feel empowered to accomplish goals.</p> <p>Eligibility. All AF personnel.</p> | <p><input type="checkbox"/> MENTORING AWARD. Honors an AF employee who displays notable leadership as a mentor or role model by inspiring, encouraging, guiding and assisting others to accomplish higher expectations. Consistently seeks innovative ways to enhance career opportunities for others.</p> <p>Eligibility. All AF personnel.</p> <p><input type="checkbox"/> OPERATIONS TECHNICAL EMPLOYEE OF THE YEAR AWARD. Honors an AF employee who makes significant technical contributions to the National Airspace System in an area such as equipment improvement, safety, technical on-site representative, facility improvement/effectiveness, etc.</p> <p>Eligibility. All AF non-supervisory operations funded engineers, technicians, maintenance mechanics/workers, and program specialist/analysts/managers.</p> <p><input type="checkbox"/> OUTSTANDING CONTRIBUTION TO THE AF MISSION. This external award honors a non-AF individual, group, or Government or non-Government organization, who has in some significant way, either promoted, enhanced, or supported the AF organizations.</p> <p>Eligibility. All non-AF Government and non-Government individuals/groups.</p> <p><input type="checkbox"/> OUTSTANDING EMPLOYEE OF THE YEAR AWARD. Honors an AF employee who, in his or her coworkers' judgement, exemplifies the qualities of excellence in performance, having displayed over a substantial period of time (3-5 years) sustained dedication and made significant contributions which have benefitted the mission of the FAA. This honor shall not be given for any specific one time contribution.</p> <p>Eligibility. All AF personnel.</p> <p><input type="checkbox"/> PUBLIC AWARENESS AWARD. Honors an AF employee who has effectively promoted the FAA story. This may have been through such activities as follows, but is not limited to: sponsoring or attending public forums and media events; participating in Aviation Education activities, Partnership-in-Education, Adopt-a-School; authoring articles, and/or briefing the FAA customer/user community.</p> <p>Eligibility. All AF personnel.</p> <p><input type="checkbox"/> SECRETARIAL/CLERICAL EXCELLENCE AWARD. Honors an AF secretary or clerical employee who demonstrates outstanding performance, quality work, and dedication to the organization. Through own initiative, demonstrates ability to plan, analyze and work independently.</p> <p>Eligibility. All AF secretaries and clerical employees.</p> <p><input type="checkbox"/> SUPERVISORY/MANAGERIAL AWARD. Honors an AF employee who serves in a supervisory or managerial role and is regarded by his or her subordinates to have made exceptional contributions to human resources management; demonstrates effective leadership and communication with employees; effectively balances organizational and employee needs; and achieves the organization's goals through employee participation.</p> <p>Eligibility. All AF supervisors/managers.</p> |
|---|---|
- TEAM ACHIEVEMENT AWARDS. Honors a group of AF employees, who through their actions and team work, have made a significant contribution toward accomplishing the mission of AF. Two awards will be given, one to a regional team and one to a headquarters team.
- Eligibility. The team shall be limited to an employee group consisting of not more than 15 employees. (2 awards)